



Daily Maintenance Checklist for Series 3 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Daily Cleaning

- Clean out cutterhead with compressed air (move cutters side to side while cleaning).
- Blow off entire machine.

Daily Lubrication

- Grease the three fittings on each side of discharge chute with EP2 Bearing Grease (requires 10 pumps each while shredder is running).
- Lubricate cutterhead with clean 10-30W motor oil. Cutters should be moved back and forth to allow oil to reach cutter shafts. Pint per oiling required (oil should be poured on the top row of cutters and be allowed to drain down to lower cutters).

Note: The purpose of the oil is to lubricate the main shafts where the cutters float back and forth. It is very important that this is done after cleaning and while cutters are warm. This should be done at the end of the day to allow oil to soak in overnight.



Weekly Maintenance Checklist for Series 3 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Weekly Cleaning

- Remove lift off door on reducer side and remove any paper buildup around the reducer.
- Blow off motor with compressed air.
- Remove lift off doors on chain side and remove any paper buildup around the general area.

Weekly Lubrication Checks

- Spur gear reservoir (oil level should be visible in site gauge). Add 85-140W gear oil if needed.
- Check wear plate grease lines for broken and split lines.
- Check main bearing for grease. Check both sides of machine. Use EP2 Grease-Penz-Lube Polyurea EP-2 if needed. You should see grease oozing from bearings. If you do not see grease or grease is dry and chunky, not enough grease is getting to main bearings.

Note: You cannot over-grease the main bearings.

Weekly Inspection Checks

- Inspect drive belt from motor to reducer.
Check belt for cracks.
Check for belt separation on multi-band belts.
Does the belt squeal during a jam? A squealing belt may be an indication that the belt needs to be tightened.
- Inspect the input conveyor belt.
Check belt surface for gouging, rips, and tears.
Check belt lacings for damaged or missing clips.
Check tracking of belts and adjust if needed.
- Check oil in spur gear reservoir (use a flashlight to look directly into reservoir). If oil appears milky or thick, remove and clean the reservoir before filling with new oil.

Weekly Lubrication Checks, continued

- Inspect sprockets and chains.
Check sprocket alignment.
Check set screws of each sprocket.
Inspect chains and tighten if needed.
- Check for any loose or missing fasteners.
Use only grade 5 or higher to replace any missing fasteners.



Monthly Maintenance Checklist for Series 3 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Monthly Cleaning

- Remove lift off door on reducer side and remove any paper buildup around the reducer.
- Blow off motor with compressed air.
- Remove lift off doors on chain side and remove any paper buildup around the general area.

Monthly Lubrication

- Lubricate all chains. Use a cable and chain aerosol lubricant (be careful not to spray lubricant on torque limiters).

Monthly Inspection Checks

- Inspect drive belt from motor to reducer.
Check belt for cracks.
Check for belt separation on multi-band belts.
Does the belt squeal during a jam? A squealing belt may be an indication that the belt needs to be tightened.
- Inspect the input conveyor belt.
Check belt surface for gouging, rips, and tears.
Check belt lacings for damaged or missing clips.
Check tracking of belts and adjust if needed.
- Check oil in spur gear reservoir (use a flashlight to look directly into reservoir). If oil appears milky or thick, remove and clean the reservoir before filling with new oil.
- Inspect sprockets and chains.
Check sprocket alignment.
Check set screws of each sprocket.
Inspect chains and tighten if needed.
- Check for any loose or missing fasteners.
Use only grade 5 or higher to replace any missing fasteners.

Monthly Inspection Checks, continued

- Inspect cutterhead.

Look for chipped, discolored, or broken cutter teeth.

Check that all cutters move freely from side to side.

Inspect combers for excessive wear or damage.

Ensure that shredder “coasts” to a stop and does not stop abruptly. Abrupt stops may be an indication of a tight or dirty cutterhead, which should be addressed immediately.



Yearly Maintenance Checklist for Series 3 Industrial Paper Shredder

Date: ____ / ____ / ____

Model Number: _____

Serial Number: _____

Personnel: _____

Hour Meter Reading: _____

WARNING

BEFORE PERFORMING ANY MAINTENANCE OR CLEANING

LOCK OUT—TAG OUT ELECTRICAL POWER

Yearly Cleaning

- Same as weekly cleaning.

Yearly Lubrication

- Lubricate all chains. Use a cable and chain aerosol lubricant (be careful not to spray lubricant on torque limiters).
- Grease main motor.
- Drain oil from spur gear reservoir and remove.
Inspect spur gears for wear.
Clean out reservoir and reinstall.
Fill with new oil to proper level.
- Change oil in reducer (should be done while oil is warm).
Reducer holds approximately 11 quarts of oil on TXT-825; 8 quarts on TXT-725. Use R/O Oil—ISO Grade #220-SAE #50: Shell #Omala-220.

Note: See manual for location of drain plug and refill plug.

Yearly Inspection Checks

- Inspect all bearings.
Check for broken or cracked bearing housings.
Check for loose or missing fasteners.
- Inspect tension on all fasteners with a wrench.

Yearly Inspection Checks, continued

- Inspect all conveyor pulleys.
Check for worn or bent shafts.
Check for loose or missing set screws on bearings.
Listen for noisy pulley bearings.
Listen for grinding or rubbing sounds coming from pulley area.
- Inspect reducer for leaks.
Check the input and output shaft seals.
Check the housing for cracks or weeping of oil.
Check the bolts that hold housing together.
Check motor mount bolts and torque arm bolt.
- Inspect sprockets for wear.
Check sprocket alignment.
Check set screws of each sprocket.



Lubrication Information for Series 3 Industrial Paper Shredder

REDUCER

OIL REQUIREMENTS:

AMS-1500: 8 quarts

AMS-2000/2500/3000/4000: 11 quarts

BRAND	SHELL	MOBIL	PENNZOIL	CHEVRON	EXXON	AMSOIL
NUMBER	OMALA 220	SHC 220	SUPER MAXOLS 220	TEGRA GEAR 220	SPARTAN EP220	SGM

SPUR GEAR - 1/3 Gallon Required

BRAND	SHELL	PENNZOIL	MYSTIC	SERVICE PRO	
NUMBER	SPIRAX-85-140	LONG LIFE 85-140	JT-7	85-140 GEAR LUBE	

ROLLER CHAIN

BRAND	LPS	LOCTITE	SWEPKO		
NUMBER	02416 11 oz. can	81251 12 oz. can	803 12 oz. can		

CUTTERHEAD

(any #10W clean oil will work)

Thinning with 50% Mineral Spirits allows application with pump sprayer

BRAND	SHELL	PENNZOIL	EXXON	QUAKER STATE	
NUMBER	10W MOTOR OIL	10W MOTOR OIL	10W MOTOR OIL	10W MOTOR OIL	